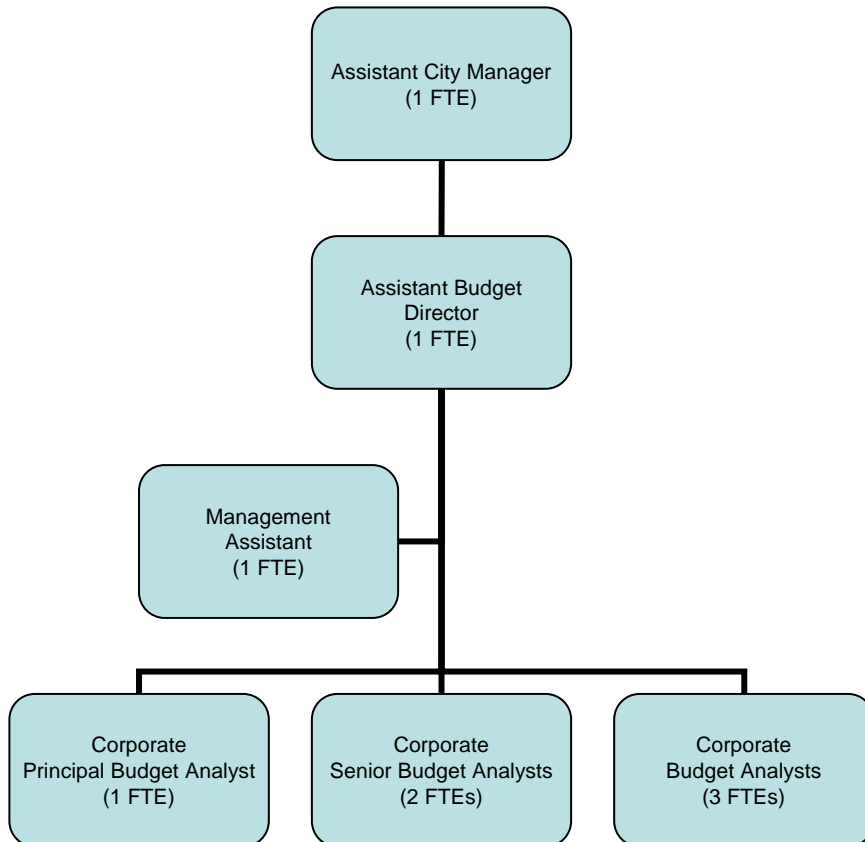




Budget & Management Services

(9 FTEs)



BUDGET AND MANAGEMENT SERVICES

Mission:

To inform and enhance management and City Council decision making, ensuring the accountability of all city funds while evaluating and recommending the best use of public resources.

PROGRAM DESCRIPTIONS

Budget and Management Services

\$819,639

9 FTEs

The department is primarily responsible for preparing the operating budget and five-year revenue/expenditure projections for all City government services. Staff leads operational and organizational studies as identified by the City Council, City Manager's Office, department staff and budget staff.

The department is also responsible for preparing the Capital Improvement Plan (CIP) and coordinating the City's process for voluntarily petitioned and City-initiated annexations. Staff leads the effort to establish and maintain the City's Managed Competition program. The department works with all City departments to build and implement performance measurement monitoring and evaluation systems. Additionally, staff are responsible for conducting citizen surveys and evaluating departmental achievement of City goals and objectives.

RESOURCE ALLOCATION

	Actual FY 2005-06	Adopted FY 2006-07	Estimated FY 2006-07	Adopted FY 2007-08	Change
Appropriations					
Personal Services	\$ 585,970	\$ 713,844	\$ 758,009	\$ 737,661	3.3%
Operating	72,694	62,370	71,173	81,978	31.4%
Capital	-	-	-	-	0.0%
Total Appropriations	\$ 658,664	\$ 776,214	\$ 829,182	\$ 819,639	5.6%
Full Time Equivalents	9	9	9	9	-
Part Time	-	-	-	-	-
Revenues					
Discretionary	\$ 603,664	\$ 716,214	\$ 766,896	\$ 759,639	6.1%
Program	55,000	60,000	62,286	60,000	0.0%
Total Revenues	\$ 658,664	\$ 776,214	\$ 829,182	\$ 819,639	5.6%

BUDGET ISSUES FOR FY 2007-08

- The department will continue to track and report the implementation of the 2005 Bond to the City Manager and City Council.
- The Non-City Agency process continues to use an increasing amount of departmental resources due to the lack of a full time analyst devoted to the process and the increased workload associated with a growing number of agencies receiving City funding.
- The Managed Competition/Optimization process continues to require significant staff and City support.

UNFUNDED OR UNDERFUNDED ITEMS

- | | |
|---|----------|
| • Expanded Citizen Survey | \$20,000 |
| • Full time Non-City Agency staff (1 FTE) | \$64,000 |

COMPLETED INITIATIVES FOR FY 2006-07

- The FY06 Budget received the Distinguished Budget Document award from the Government Finance Officers Association. This is the 18th consecutive year that the City has received this award.
- BMS staff led the joint City/County effort to publish a community report card, working with 8 community outcome groups as part of the Results Based Accountability initiative. This initiative was also deployed throughout City government, with an increased emphasis on using performance metrics to manage City departments.
- BMS staff oversaw enhancements to the Capital Improvement Plan and staffed a Citizen's CIP Advisory Committee for the 4th year to enhance citizen participation in the prioritization of capital needs, as well as an Internal CIP Advisory Committee to improve coordination of capital projects within the City. Staff also developed a new and improved CIP database and provided staff support to the Council-appointed Capital Program Advisory Committee.
- The staff played a significant role in the implementation of the CIP web based status report to ensure that citizens have updated and thorough information regarding City capital projects.
- The department successfully completed a Managed Competition/Process Improvement Initiative, a citywide effort to research, analyze and implement highly efficient, competitive and cost effective service delivery.
- The department coordinated 7 Coffees with Council and 2 public hearings in an effort to solicit feedback from Durham residents regarding budgetary requests for the upcoming fiscal year.
- BMS staff continues to maintain a web site for citizens and City staff to track annexation requests and further the goal of enhanced communications.
- BMS staff continues to improve the Non-City Agency grant application and monitoring process to increase the financial and programmatic integrity of the grant program.
- On May 21, 2007, the City Manager presented the Recommended Budget for FY08 and the Capital Improvement Plan for FY 2008-13.
- The FY07 final Budget document was distributed on July 1, 2006 and posted to the web the next day.

DEPARTMENT INITIATIVES FOR FY 2007-08

- Publish a Community Wide Results Based Accountability Report Card to help keep the focus on reducing crime and making improvements in other areas that contribute to crime reduction, such as economic recovery and affordable decent housing, along with implementing the next phase of the program.
- Fully update the Capital Improvement Plan including the CIP Internal Committee and Citizen Committee to support the implementation of the 2005 bond program and the ongoing CIP program to enhance the City's appearance and improve the condition of Durham's buildings.
- Successfully complete a Managed Competition/Optimization Initiative focusing on process improvement.
- Continue to implement the restructuring of the Non-City Agency grant monitoring process.
- Provide regular quarterly financial updates to the City Manager and Council.
- Conduct the bi-annual Citizen Survey.

GOALS, OBJECTIVES & STRATEGIES FOR FY 2007-08

GOAL: *To ensure the City's financial health and the provision of quality services in accordance with the City Council's Community Goals.*

OBJECTIVE: To project General Fund discretionary revenues to within 1% of actual revenues received.

STRATEGY: Budget staff will work with others, such as the Chamber of Commerce, the League of Municipalities, other City departments, and the Durham County Tax Office to ensure that the information needed to make projections is available and updated on a routine basis.

MEASURE:	Actual FY 2006	Adopted FY 2007	Estimated FY 2007	Adopted FY 2008
Accuracy of General Fund revenue projection	+1%	±1%	-0.07%	±1%

GOAL: *To improve management and Council decision making through fiscally and programmatically sound recommendations.*

OBJECTIVE: To provide timely and accurate reports to the City Manager and the City Council to support decision making and to disclose significant issues affecting the city's current and future financial position.

STRATEGY: Provide quarterly financial reports to the City Manager and City Council and post to the internet.

MEASURE:	Actual FY 2006	Adopted FY 2007	Estimated FY 2007	Adopted FY 2008
% Reports issued on schedule	100%	100%	100%	100%